

# **THEATRE/CIVIC CENTER SUPERVISOR**

**GRADE: 19**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Theatre/Civic Center Supervisor performs difficult technical and responsible administrative work involved in the day-to-day management of the F. Scott Fitzgerald Theatre and the supervision of the facility maintenance for the Civic Center complex. The work requires a proactive approach when working with user groups and contractors and participating in various committees. The physical demands are moderate with regular exposure to hazardous work situations. The work is subject to functional policies and goals under general managerial direction from the Civic Center Superintendent. The incumbent participates in program development, service delivery and supervision of staff.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Serves as technical director and production manager for productions at the F. Scott Fitzgerald Theatre and for special events.
- Supervises technical staff for the Theatre.
- Coordinates requests of user groups for the Theatre. Develops contractual and fee arrangements including facilitating specific requests and requirements, production logistics and technical support, and follow-up.
- Supervises the custodial crew for the Civic Center Complex.

- Plans, schedules and assigns staff ensuring correct set-up requirement for Civic Center events.
- Serves as City staff representative on various arts and performance related committees and commissions.
- Promotes the Theatre; supports existing arts programs within the Fitzgerald Theatre; facilitates publicity for further outreach into the community; monitors other performance spaces for comparison of services and rates.
- Supervises the custodial crew for the Civic Center complex.
- Coordinates facility maintenance for the Civic Center complex; makes inspections and has Parks personnel or contractors take appropriate action as necessary.
- Develops and monitors risk management program in Civic Center complex.
- Manages CIP projects associated with the theatre/social hall complex; monitors daily contractor progress; reviews safety and quality concerns; and relates status to those involved including the Civic Center Superintendent..
- Manages all Civic Center day-to-day operations in the Superintendent's absence.
- Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from an accredited university or college with major course work in theatre, facilities management, business, or related field. Three years of experience in technical theatre management is required.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of theatre safety and building operations;
- Knowledge of personnel/contractual, budget and purchasing procedures.
- Skill in the use of various equipment including fork and scissor lifts; computers for HVAC and lighting control; sound reinforcement and recording equipment, rigging, and tools necessary for electrical and carpentry projects.
- Ability to integrate user needs with City facilities and their rules and regulations.
- Ability to communicate clearly both in writing and verbally.
- Ability to establish and maintain effective working relationships with subordinates, user groups and the general public.